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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
 THRU : Chief, PPS/TR
 FROM : Chief, LETS/TR

DATE: 6 October 1955

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to report

B. OTHER ACTIVITIES

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 12 NO CHANGE
 IN CLASS X /DECLASS /CLASS CHANGED TO: TS S C RET. INST. 22
 NEXT REV DATE 09 /REV DATE 20/10/79 REVIEWER [] TYPE DOC 25X1
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 REV CLASS C REV COORD. _____ AUTH: HR 70-3

1. At the suggestion of Mr. [] interviewed Mrs. [] receptionist, in order to make suggestions on how she might be more properly assigned in a manner that would take advantage of her language competences. Recommendations were communicated to Mr. []

2. [] interviewed [], recently returned from an FE assignment [] and recommended as a possible area instructor. Dr. [] has an unusual diversity of knowledge in breadth relating to the Far East, Western Europe, and Eastern Europe. This diversity is very appealing. I am not sure, however, whether his knowledge in depth, particularly regarding the Far East, is sufficient. He is very personable and would be an agreeable associate.

3. Reports on the intensive Russian class, in the middle of the second week, are gratifying. Seven out of nine are reported to be very outstanding in ability, enthusiasm and drive. Two, not deficient in drive and hard work, are reported to be having some difficulty. The course is being run at a hard pace and it may develop that these two will not be able to maintain this pace. Should this be the case, at the end of four weeks the School will decide, in conference with their sponsors, whether they should continue or whether alternative programs more suited to their temperament and aptitude should be selected. Their offices already have been notified of this possibility.

4. As soon as we receive information that Security has approved our employing, on a provisional clearance, two out of three persons recommended to serve as native speakers, the intensive course in [] will be definitely scheduled. Tentative date for beginning now is 17 October.

5. The course in Chinese reading began on Monday and is proceeding at a semi-intensive rate. In the first two sessions, students learned to recognize, write and pronounce about 30 characters and acquired vocabulary of about 50 words.

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25X1 6. [] now are planning to visit Colby College
on 24-25 October to discuss development of summer language workshop
25X1 program for the intensive Russian course. At the same time, there
will be some discussion of the possibility of a comparable program
in [] in the event the semi-intensive course offered to begin
about 1 November is conducted by LETS.

25X1 7. [] is enrolled in the Chinese Reading Course.
25X1 [] is taking courses in shorthand. [] is
continuing her Russian classes at Roosevelt adult education center.

25X1

8. The report on internal basic area courses was completed and
transmitted to DTR on 3 October.

9. A report on absenteeism in internal language and area courses
is being prepared.

10. Considerable interest is being shown in the Orientation Lec-
ture Series on Russia, which starts 12 October. Interest has also been
shown in the new course, Russian Interrogation, which is being offered
this fall for the first time.

11. The new language lab in R&S was completed and opened for use
during the week, with six machines.

12. Current enrollment in internal language training programs is
293, 219 in classes and 74 in self-study. During the past week, the
language laboratory was used for a total of 393 hours. 22 new language
classes began on 3 and 4 October.

13. The following requests for external training have been approved
by Chief, LETS:

25X1 Basic Principles of Statistical Methods, George Washington U.
[] OP

25X1 Intensive Chinese, FSI
[] FE

25X1 Small Arms Repairman Course, Aberdeen Proving Ground
[] LO

25X1

